



DATE: September 13, 2016

SUBJECT: JOB VACANCY ANNOUNCEMENT – FSN/2016/14

TO: All Qualified Applicants

JOB TITLE: EDUCATION DEVELOPMENT SPECIALIST

APPLICATION PERIOD: From September 13, 2016 to October 3rd, 2016

GRADE: FSN-10 with the possibility of hiring the employee at the lower grade

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. BASIC FUNCTION OF POSITION

This position supports the Education Team and its overall strategy for investments in the sector, with a particular focus on the implementation of new Mission programming designed to increase equitable access to education for children and youth in Southern Senegal.

Under the general guidance of the Education Team Leader, and direct supervision by the “Access to Education” sub-team lead, the incumbent will: provide substantive advice and support in the formulation and administration of specific activities; actively monitor and report on implementation progress in the field; and contribute to the conception, design, and development of specific program activities. S/he will analyze and evaluate host-government activities in the education sector to determine their impact on USAID activities and make recommendations to team leadership and Mission management on the same. S/he will research assigned subjects from a variety of sources and prepare factual and analytical reports dealing with important aspects of assigned areas of expertise. S/he will be expected to brief visiting officials on recent developments and provide in-depth insight into the Senegalese perspective in the education sector.

B. MAJOR DUTIES AND RESPONSIBILITIES

1. Activity Management (70%)

As a member of the Mission’s Education Team, the incumbent will be responsible for a full range of project development and education program management activities. As Agreement/Contracting Officer’s Representative or Activity Manager, s/he will be responsible for the implementation of program activities as assigned, and will provide monitoring and evaluation oversight for program activities. Illustrative responsibilities include:



- Supporting the Education Team in development and monitoring activities which address basic education issues; attending project committee meetings and making oral and written presentations concerning data related to activity monitoring.
- Preparing the full range of project implementation documents; making recommendations to the Education Team on resolution of complex questions that are addressed during USAID, implementing partner (IP) and host-government reviews of such documents; negotiating clearance of these documents through the appropriate USAID, Implementing Partner and/or Government of Senegal (GOS) Ministry of Education channels.
- Conducting periodic assessments of basic education activities by making site visits, collecting relevant data, monitoring progress of results identified, analyzing and interpreting findings and summarizing these findings in follow-up reports for use by technical staff in meetings with USAID, Implementing Partner and host government officials; using good judgment to affirm the validity of information obtained, and the effectiveness of activity operations; and making unofficial reports to supervisor of the status of activities.
- Gathering and preparing updated program status information for a variety of uses – for annual reports, pipeline reviews, portfolio reviews, technical documents, mission meetings and technical discussions with USAID partners in the education sector; as well as for related benchmarks and events (launches, public events, celebrations).
- Liaising with Program Office and the Office of Financial Management staff to track, update and reconcile the budget expenditures, as well as the preparation of pipeline analysis and accruals.

2. Program Development and Management (30%)

The incumbent will respond flexibly to other work-related requirements at the discretion of Mission management, his/her director supervisor or the Education Team Leader. The incumbent will:

- Draft Scopes of Work (SOW) for technical assistance (whenever required) for the design of future activities, the evaluation and or assessment of ongoing activities, or sector-specific needs;
- Respond to Washington enquiries and/or requests, including those from Congress;
- Assist with the development of required reports for internal USAID purposes (e.g. operational plans, briefers, taskers, talking points) by compiling data relevant to basic education activities, and reporting on progress in achieving results and objectives;
- Support VIP visits;



- Represent the Education Team at technical and policy events with government and technical officials, as appropriate; and
- Carry out ad hoc assignments, such as performing technical or financial analysis and other tasks to support Education and/or Mission programs and goals.

C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

The incumbent will be expected to apply the full range of skills detailed below in guiding and supporting the Senegal Education program.

- Education:** The position requires a Bachelor's Degree in Education, International Development, the social sciences or other relevant field.
- Prior Work Experience:** Five to seven years of progressively responsible, professional-level experience in the indicated field of specialization is required. At least three years of this experience should have been in development assistance, or related work, for USAID, other donor agencies, host-government organizations, or private sector institutions.
- Post Entry Training:** Short Term Training to learn USAID's procedures and regulations is required during incumbent's tenure. The incumbent will be expected to receive training and to be certified as a Contract & Agreement Officer's Representative (AOR/COR) within one year of starting the job.
- Language Proficiency:** Excellent written and oral communication skills in English and French are required. Must be able to obtain, analyze, and evaluate complex data and to prepare precise and accurate reports to various audiences. The incumbent must be able to communicate complex technical issues to diverse audiences. Fluency in Wolof, Pulaar or other local languages spoken in implementation zones is highly desirable.
- Job Knowledge:** Expert knowledge in all levels of education preferred, but at least proven experience in either basic or higher education is required. A thorough knowledge of Senegal's economic, political, social, and cultural characteristics and of the history of development assistance activities in Senegal is required. In addition, professional level knowledge of issues related to educational performance and assessment in Senegal is required.
- Skills and Abilities:** The incumbent must be capable of working independently on a number of tasks simultaneously with minimal supervision. Project/activity implementation work involves the analysis of financial, administrative, economic, social, and technical factors, as well as management of complex obligation, contracting, and implementation actions and procedures. Monitoring and coordination responsibilities involve the creation of, application of, and training on reporting and management control systems, as well as



analysis/interpretation of problems and advice to Mission management, including the Mission Director or her/his designate. All of these responsibilities require the incumbent to plan ahead and develop, check, analyze, interpret, and evaluate facts before work can progress. Incumbent must be able to analyze complex and technical information to make independent recommendations for USG programming and management. The incumbent will also encourage innovation in the management of Mission programs and resources.

The incumbent must be able to identify, mobilize, and draw upon effectively the expertise of technical and managerial personnel in the Mission, and must be able to work in teams set up for both broad and specific events and projects. In addition, the incumbent will be expected to participate actively in meetings as appropriate with the Embassy, USAID/Washington representatives, other donors, counterpart government officials, partners and technical experts. The incumbent must possess a demonstrated capability for perceptive analysis and the ability to write and speak effectively in these contexts, as well as possess the ability to develop and maintain a network of technical experts and partners to improve the efficiency and effectiveness of implementation and sectoral coordination. Strong interpersonal skills are required. A broad knowledge of basic computer applications, such as Word, Excel, and PowerPoint and email software is necessary.

D - POSITION ELEMENTS

- a) **Supervision Received:** The Education Specialist will work under the general guidance of the Education Team Leader. S/he is directly supervised by the Deputy Education Team Leader, who also serves as the Access to Education sub-team lead in the Education Team. Performance will be evaluated on the basis of specific annual work objectives/benchmarks pre-determined with the Deputy Education Team Leader and approved by the Education Team Leader.
- b) **Supervision Exercised:** This is not a supervisory position.
- c) **Available Guidelines:** Mission Orders, Automated Directives Systems (ADS), USAID Education Strategy, and other technical directives from USAID/Washington's Education, Energy and Environment (E3), Policy (PPL), and Africa Bureaus.
- d) **Exercise of Judgment:** Incumbent must exercise wide and independent judgment to interpret and enforce USAID rules and regulations. Must be able to negotiate sensitive issues with Government of Senegal officials and other partners, to analyze and solve difficult problems related to program formulation and implementation. Must be able to review and appraise quality of reports and evaluations, and technical services procured by USAID. Must be able to provide rapid independent analysis of problems, issues, and opportunities as they arise, and make recommendations to senior Mission management.



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- e) **Authority to Make Commitments:** Exercises delegations of authority granted to Foreign Service National technical staff, as described in Mission Orders. No authority to commit United State Government funds.
- f) **Nature, Level, and Purpose of Contacts:** Must provide consistent and credible representation of USAID to high level MOE, donor, and other partner contacts and coordination bodies for technical, policy and program management issues. Will have frequent contacts with high level officials of MOE and other partners to define and/or reorient strategies, discuss education policy, and translate policy into program actions.
- g) **Time Expected to Reach Full Performance Level:** One Year

HOW TO APPLY: Interested applicants and applicants who possess Senegalese Work Permits **MUST** submit a complete application package which includes:

- A cover letter,
- A detailed resume plus 3 References,
- An OF-612 form (form can be found on this web site: <https://www.usaid.gov/senegal/work-with-us/careers> under “CAREERS” and,
- Copies of relevant degrees.

Only complete application package, received before the closing date, will be considered.

All the above mentioned documents are **REQUIRED** and must be prepared in **English** and

➤ should be addressed to:

Human Resources Management Specialist

Routes des Almadies

B.P. 49 - Dakar, Senegal

Or

Email address: usaiddakar-hr@usaid.gov

Subject: FSN 2016/14 Education Development Specialist

Deadline to receive applications: October 03, 2016

EQUAL EMPLOYMENT OPPORTUNITY: *The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



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Cleared by:

Michelle Barrett _____ **Date:** _____

Samuel Carter _____ **Date:** _____